



Building Superintendent

Posted by: Emelord Security Agency Inc.

Location: Toronto

Salary: \$36.00 Per Hour

Job ID: YJ5127715

Posting Date: 02-Apr-2026

Expiry Date: 29-Sep-2026

Education: Secondary (high) school graduation certificate

Language: English

Vacancies: 1

Experience: 2 years

Job Type: Full Time

Job Description

Job Summary

The Building Superintendent is responsible for the overall maintenance, cleanliness, safety, and daily operations of a residential or commercial property. This role involves supervising maintenance activities, performing minor repairs, coordinating with contractors, and ensuring the building remains in excellent condition for occupants. The ideal candidate is reliable, hands-on, and able to work independently in a fast-paced environment.

Job Requirements

- Secondary (high) school graduation certificate
- 1 to 2 years of relevant experience in building maintenance or a similar role
- Valid First Aid Certificate
- Basic knowledge of heating, ventilation, plumbing, and electrical systems
- Ability to supervise staff and coordinate with contractors
- Strong problem-solving and organizational skills
- Ability to work independently with minimal supervision
- Physically fit and able to handle demanding tasks (lifting, bending, kneeling)
- Willingness to work various shifts (morning, evening, day)

Key Responsibilities

- Perform cleaning and maintenance duties, including operating industrial vacuum cleaners and removing debris and waste
- Empty trash receptacles and ensure proper waste disposal throughout the property
- Conduct minor repairs and adjustments to building systems such as heating, ventilation, plumbing, and electrical
- Coordinate with and contact external contractors for major repairs and maintenance work
- Carry out minor appliance repairs as needed
- Perform regular safety and security inspections to ensure a safe environment
- Supervise and support maintenance staff, assigning tasks and ensuring work quality
- Move and handle heavy furniture, equipment, and supplies safely
- Complete routine maintenance tasks such as painting, drywall repair, and general upkeep
- Work independently with minimal supervision while maintaining high standards
- Remove snow and ice from walkways and parking areas to ensure safety and accessibility

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: info@emelord.ca

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